

September 30, 2004

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, October 7, 2004
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

- ITEM 1: Request to create Cellular Telephone Usage Personnel Policy Bulletin.
- ITEM 2: Request to create Personal Digital Assistant (PDA) Purchase and Usage Personnel Policy Bulletin.
- ITEM 3: Request to amend Rule 19.3 of the Personnel Rules – Sick Leave.
- ITEM 4: Election of Chair.
- ITEM 5: Election of Vice-Chair.
- ITEM 6: Miscellaneous Discussion.

pc: Kerry Eagan
Brett Wheeler, FOP
Melvin Moore, AFSCME
Tom Fox

Judy Foote, EAT
Gary Young
Department Heads

Personnel Policy Bulletin

Lancaster County

Number: 2004-2

Date: September, 2004

Reference:	Title:
	Cellular Telephone Usage Policy

CELLULAR TELEPHONE USAGE POLICY

The purpose of this Policy is to establish guidelines and standards regarding the business and personal use of cellular telephones at work in an effort to provide the most cost effective cellular telephone services for Lancaster County business.

It shall be the policy of the County that:

1. Employees who are able to justify the need for a County-owned cellular phone should obtain the approval of the department head/elected official. The Purchasing Department has information regarding the contract provider and the plan options available.
2. Cellular phones are property of Lancaster County. To protect the employee from a possible tax liability for the personal use of this equipment, County cellular phones are to be used to conduct County business only.
3. Employees are expected to refrain from using cellular phones while driving. The employee's greatest responsibility is for his/her personal safety and the safety of other drivers, pedestrians and passengers. If the job requires instant communication a headset or a hands-free phone should be used.
4. Employees in possession of County equipment are expected to protect the equipment from loss, damage or theft. If the cellular phone is damaged, destroyed or lost, it should be immediately reported to the service provider and the department head/elected official. Employees will be held responsible for the cost of a replacement for lost, broken or stolen phones. Upon resignation or termination of employment, employees will be expected to present the phone in good working condition, and if unable to do so, the employee may be responsible for the cost of a replacement.
5. The department head/elected official is responsible for maintaining documentation regarding number of cell phones, cell phone numbers, employees authorized to use each phone, and collection of reimbursement for personal use.
6. County cellular phone use is subject to the same regulations as County land-line phones.
7. Lancaster County will not be responsible for the loss of personal cellular phones brought into the workplace.
8. County owned equipment will be used solely for County business, and use of these assets for personal reasons or personal business is prohibited. Misuse of such assets may result in disciplinary action, up to and including termination.

Personnel Policy Bulletin

Lancaster County

Number: 2004-2

Date: September, 2004

Reference:	Title:
	Cellular Telephone Usage Policy

This policy supersedes all prior policies relating to business cellular phones. Lancaster County retains the right to amend, supplement, or modify this policy at any time upon written notice to the department heads/elected officials.

Don Taute, Personnel Director

Date

Ray Stevens, Chair
Board of County Commissioners

Date

ppbcell County

R E C E I P T

FOR

LANCASTER COUNTY PERSONNEL POLICY BULLETIN

CELLULAR TELEPHONE USAGE POLICY

Number 2004-2

I hereby acknowledge that I have received and read a copy of the County's Personal Cellular Telephone Usage Policy, Personnel Policy Bulletin No. 2004-2.

Print Name

Signature

Social Security Number

Department

Date

Please forward completed form to the Personnel Department.

Personnel Policy Bulletin

Lancaster County

Number: 2004-3

Date: September, 2004

Reference:	Title:
	Personal Digital Assistant (PDA) Purchase & Usage Policy

PERSONAL DIGITAL ASSISTANT (PDA) PURCHASE & USAGE POLICY

The purpose of this Policy is to establish guidelines and standards for the purchase, support and use of Personal Digital Assistants (PDA's) for Lancaster County.

If an employee has a proven, job-related need for a PDA and has concurrence from the department head/elected official, the Lancaster County Board of Commissioners will consider the purchase request. If approved, Information Services will order the PDA using the same process as is used for other computer related hardware purchases.

Any County purchased PDA is considered property of Lancaster County. The employee will be responsible for replacement costs of a lost, stolen or broken PDA. Upon resignation or termination of employment, employees will be expected to present the PDA in good working condition, and if unable to do so, the employee may be responsible for the cost of a replacement.

County owned equipment, including all computer hardware and software, will be used solely for County business, and use of these assets for personal reasons or personal business is prohibited. Misuse of such assets may result in disciplinary action, up to and including termination.

PDA's are not considered secure computing devices. This policy requires that only non-confidential information be stored on a PDA. If an employee uses a PDA and has access to any confidential and/or protected health information or the County network through the PDA, the password protection feature **must** be enabled. It is required that the password protection feature be set to lock the device after 15 minutes of inactivity.

If an employee prefers to personally purchase a PDA to synchronize with their desktop computer calendar, they must first contact Information Services regarding standards for hardware and software in order to use the PDA with their desktop computer. If an employee has a personally owned PDA, calendar synchronization software will be installed on that employee's desktop computer by Information Services upon request by the agency head/elected official. If the employee uses a personally purchased PDA and has access to any confidential and/or protected health information or the County network through the personally purchased PDA, the password protection feature **must** be enabled. It is required that the password protection feature be set to lock the device after 15 minutes of inactivity.

It is possible to forward County e-mail to a PDA. There is a cost for this wireless service. Requests for wireless access will be reviewed on a case by case basis by the Board of Commissioners based upon the business need and the recommendation of the elected official/department head. The monthly cost of wireless access will be charged to the appropriate agency.

Personnel Policy Bulletin

Lancaster County

Number: 2004-3

Date: September, 2004

Reference:	Title:
	Personal Digital Assistant (PDA) Purchase & Usage Policy

This policy supersedes all prior policies relating to personal digital assistants. Lancaster County retains the right to amend, supplement, or modify this policy at any time upon written notice to the department heads/elected officials.

Don Taute, Personnel Director

Date

Ray Stevens, Chair
Board of County Commissioners

Date

ppbpda County

R E C E I P T

FOR

LANCASTER COUNTY PERSONNEL POLICY BULLETIN

PERSONAL DIGITAL ASSISTANT (PDA) PURCHASE & USAGE POLICY Number 2004-3

I hereby acknowledge that I have received and read a copy of the County's Personal Digital Assistant (PDA) Purchase and Usage Policy, Personnel Policy Bulletin No. 2004-3.

Print Name

Signature

Social Security Number

Department

Date

Please forward completed form to the Personnel Department.

19.3 Sick Leave (Revised ~~9/03~~ 10/04)

(j) Sick Leave Incentive. For employees at the Youth Services Center there shall be established a sick leave incentive. When the average sick leave used at the Youth Services Center is less than 56 hours per person (exclusive of pregnancy leaves or extended illness/injury leaves greater than 30 consecutive work days), then each employee who used less than or equal to 56 hours shall receive \$400 in sick leave incentive pay. Employees whose sick leave usage is greater than 56 hours shall receive \$200 in sick leave incentive pay. The program will begin with the first pay period of the calendar year in 2005 and end the last pay period of that year. Any payment earned will be made the first pay check in February, 2006. This program will terminate December 31, 2005, unless extended by the County. For purposes of the sick leave incentive, employees will include those employees who are considered Unrepresented.